

## PROGRAMME SPECIFICATION

### Course record information

Name and level of final award	BA (Hons) Accounting and Business Management BA (Hons) Accounting and Business Management with International Experience BA (Hons) Accounting Business Management with Professional Experience The BA (Honours) Business Management degree is Bologna FQ-EHEA first cycle degree or diploma compatible.
Name and level of intermediate awards	Diploma of Higher Education in Accounting and Business Management Certificate of Higher Education Accounting and Business Management
Awarding body/institution	University of Westminster
Teaching Institution	University of Westminster
Status of awarding body/institution	Recognised Body
Location of delivery	Marylebone Campus
Language of delivery and assessment	English
Mode, length of study and normal starting month	Three years full time, Four years full time if it includes one year international or professional experience. September start.
<a href="#">QAA subject benchmarking group(s)</a>	"Business and Management"
Professional statutory or regulatory body	-up to 8 exemptions from the Chartered Institute for Management Accountants (CIMA), based on chosen options.
Date of course validation/Revalidation	March 2015
Date of programme specification approval	April 2021
Valid for cohorts	From 2021-2022
Course Leader	Dr Natalia Krasnikova
UCAS code and URL	<a href="http://westminster.ac.uk/courses/undergraduate">westminster.ac.uk/courses/undergraduate</a>

Westminster course code	BABSM30F (FT)
HECoS code	100078 – Business and Management
UKPASS code (PG only)	

### **Admissions requirements**

There are standard minimum [entry requirements](#) for all undergraduate courses. Students are advised to check the standard requirements for the most up-to-date information.

For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements.

More information can be found here: [westminster.ac.uk/courses/undergraduate/how-to-apply](http://westminster.ac.uk/courses/undergraduate/how-to-apply).

### **Recognition of Prior Learning**

Applicants with prior certificated or experiential learning at the same level of the qualification for which they wish to apply are advised to visit the following page for further information: [westminster.ac.uk/recognition-of-prior-certified-learning](http://westminster.ac.uk/recognition-of-prior-certified-learning).

### **Aims of the course**

The BA Accounting and Business Management course has been designed to equip students with accounting and managerial skills. These competencies can be applied to develop future talent for emerging areas of business management, where accounting education is applied to make effective business decisions. It aims to provide students with comprehensive knowledge in accounting and management to develop professionals capable of holding positions of significant responsibility and authority in public companies, private businesses and government agencies. The course will cover management accounting, business, management education and financial strategy. Graduates from this programme are expected to work in forward-thinking and strategy-based roles. In the fast-changing business world, there is a shortage of talent in accounting and business management roles of the future, roles where the performance of business is analysed and where strategy is created to solve problems so that organisations can adapt to changing circumstances and market conditions and continue to generate value for the organisation. There are a range of career options i.e. financial accountants, company secretaries, project finance managers and chartered accountants, which will become available to students after they graduate. There will also be an opportunity to get up to six professional exemptions (based on the option modules taken) upon completion of this course from the Chartered Institute of Management Accountants (CIMA).

The main aims of the course are to:

1. Provide students with the conceptual knowledge and understanding of the fundamental accounting and management principles, including concepts and theories which underpin business decision making;
2. Give students an appreciation of the role of real-world data to make reasonable forecasts and analyse the future performance of a business.

3. Provide students with sound knowledge and understanding of business ethics and corporate social responsibility;
4. Provide students with the ability to apply their knowledge and skills to complex business problems in different practical situations to resolve accounting issues in the business and make decisions regarding overall resource management of organisations and influencing future directions and strategies to add value;
5. Provide students with the transferable skills, which they can apply in various industries and become motivational and inspirational business leaders;
6. Prepare students for further study in this discipline, which involves postgraduate study in both accounting and management;
7. Prepare students to use relevant and emerging technologies in the field of accounting and management.

### What will you be expected to achieve?

Learning outcomes are statements on what successful students have achieved as the result of learning. These threshold statements of achievement or learning outcomes broadly fall into four categories:

- The overall **knowledge and understanding** you will gain from your course (KU).
- **Graduate attributes** are characteristics that you will have developed during the duration of your course (GA).
- **Professional and personal practice learning outcomes** are specific skills that you will be expected to have gained on successful completion of the course (PPP)
- **Key transferable skills** that you will be expected to have gained on successful completion of the course. (KTS)

**Level 4 course learning outcomes:** upon completion of level 4 you will be able to:

L4.1 Demonstrate understanding of fundamental knowledge in accounting, financial information and management theories which can be applied to various organisational structures (KU)

L4.2 Investigate and evaluate the interrelationships between internal and external pressures on organisations within a global context (KU)

L4.3 Demonstrate an awareness of ethical and sustainability issues and responsible management concepts within the business management domain (KU)

L4.4 Collaborate effectively in groups, building team relationships that support the achievement of set goals in the context of business working (PPP) (KTS)

L4.5 Demonstrate understanding and application of management-accounting techniques in planning, budgetary control and forecasting (KU)

L4.6 Research and analyse business information from a range of authoritative and reliable sources and use analysis to make judgements and develop a coherent argument (KTS)

L4.7 Communicate effectively and persuasively using a variety of media to a range of audiences in a business context (KTS)

L4.8 Take personal responsibility for learning and progress and to prepare for work-based learning (PPP) (GA)

L4.9 Summarise, extract and communicate accounting information about an organisation in an effective manner for external users and stakeholders by applying fundamental knowledge about accounting and business-management practices (PPP)

L4.10 Evaluate the importance of management accounting in organisations to demonstrate its impactful role in the quality of decisions, generating improvements in processes and in company performance (KTS)

L4.11 Demonstrate awareness and show an understanding of accounting methodologies in different regional jurisdictions, and governance and ethical considerations in different businesses (GA)

**Level 5 course learning outcomes:** upon completion of level 5 you will be able to:

L5.1 Use management-accounting techniques to perform analysis to help business-management decision-making (KU)

L5.2 Apply management theory and concepts to understand how to manage and provide leadership for the effective and responsible running of the organisation (KU).

L5.3 Demonstrate knowledge of the key theories which underpin corporate governance and sustainability, the importance of board structures and compositions of committees (KU)

L5.4 Use relevant publicly available information from financial reports to analyse performance of companies, so as effectively to inform key stakeholders and make recommendations to potential investors (PPP)

L5.5 Understand the role and attributes of a good project manager by applying relevant techniques to manage projects and mitigate business risks (PPP)

L5.6 Demonstrate understanding of global citizenship and personal potential to contribute to communities, appreciating diversity of people and cultures. (GA)

L5.7 Demonstrate the ability to reflect and evaluate on ongoing personal and professional development skills and to organise and undertake work-based learning experiences (PPP)

L5.8 Select, evaluate and apply concepts, tools and techniques in a practical context (KTS)

L5.9 Critically review current research and relevant information in accounting management, comparing and contrasting those findings and results and presenting them in a coherent form (KTS)

L5.10 Critically evaluate the impact of businesses on the wider social environment in relation to general ethical and sustainability perspectives (GA)

L5.11 Demonstrate self-awareness and sensitivity when working in teams in a diverse environment (GA)

**Level 6 course learning outcomes:** upon completion of level 6 you will be able to:

L6.1 Critically evaluate strategic options to enhance organisational performance across a range of contexts and appreciate the ramifications of those decisions on operational activities (KU) (GA).

L6.2 Identify and appraise the main concepts, applications and limitations in management-accounting practices (KU)

L6.3 Engage in debates using knowledge and understanding of the regulatory and financial reporting frameworks which underpin accounting to secure appropriate decisions in real-life scenarios (PPP)

L6.4 Critically evaluate and apply creative solutions to real-world business problems in a range of contexts such as global business strategy and management and leadership and communicate these solutions effectively and convincingly (PPP) (KTS)

L6.5 Critically appraise management decisions in relation to working capital in the context of merger and acquisitions and restructuring events (PPP)

L6.6 Apply knowledge and understanding to critically evaluate arguments, assumptions, abstracts, and evaluations of data in accounting and management (KTS)

L6.7 Demonstrate the ability to carry out independent research in accounting to achieve research objectives using relevant methodology and coherently present findings and conclusions (KTS)

L6.8 Critically examine accounting, management and business strategies and decision-making in the context of constantly changing global business environment (KTS)

L6.9 Demonstrate knowledge of contemporary issues relating to personal, corporate and professional responsibility (GA)

### **How will you learn?**

The main aim of your course is to equip you with relevant knowledge and skills to prepare for professional life or further study. Your course is a learning opportunity to help you prepare for your future career. Teaching and learning methods on the course are directly linked to the aims and learning outcomes outlined above. The whole learning process will be designed in the following way: academic staff will guide you through the necessary core material to provide you with the essential knowledge on the subject matter, while you will pursue independent study in your own time to broaden your knowledge and understanding.

The course consists of a number of modules at each level and each module has its own specific learning objectives, which define what successful students should demonstrate when they complete the module. By completing teaching and learning activities on a weekly basis, you will develop relevant skills and knowledge in related subject areas. Each module will contribute to the overall learning objectives on the course which will prepare you for your professional life.

Learning on the course will take place in the classroom as well as independently. To help students achieve their potential, the following teaching methods will be applied:

**Lectures:** These are designed to give students a general overview of the topic and present the key knowledge in the subject area.

**Seminars:** There are designed for students to explore specific issues in more detail by taking part in classroom discussion. The seminars are based on the material which was introduced during the lectures.

**Workshops:** There are designed for students to work in smaller groups, enabling everyone to contribute to critical discussion.

**Guest Speakers:** Guest speakers from professional bodies and various industries will be invited to provide students with ideas regarding the future opportunities they will have after completing this course.

**Individual Study:** To enhance learning and understanding it is essential that students spend time actively engaging with lecture and seminar material and reading the recommended textbooks and articles.

In order to achieve their full potential, students are advised to attend all timetabled teaching sessions, allocate enough time for individual study by efficient planning and seek guidance and support should they require help. As students progress from one level to another, it is essential that they remain engaged with all teaching sessions as this will lead to successful completion of their course.

At **Level 4**, first-year students will make the transition into higher education. Across five core modules on the course, students will explore essential information about modern businesses, in particular concentrating on essential topics in Accounting and Management. Students will have an opportunity to learn about basic management-accounting concepts as well as developing a foundational understanding of financial information about companies, and in particular how this information is reported. Modules in Management will explore the importance of organisational structures and the role of people and marketing within them.

**Level 5** takes students to the next level of their development in management accounting to develop specialist knowledge and learning. Financial-statement analysis also takes students to the next level as they apply critical thinking to real-life companies, evaluating performance using publicly available information. Management modules will also concentrate on further developing key transferable skills, including project management and evaluating the role of individuals in a company to improve business planning. By the end of this year, students are expected to have fully developed the capacity of independent learning.

After Level 5, students have an opportunity to take an optional placement year to gain experience of working in a relevant industry and enhance their learning experience and develop their graduate attributes. Successful completion of this year will mean students will graduate with the award title "with Professional Experience". Students also have an option of studying abroad for one year, or completing a semester of study and semester of work abroad, for the "with International Experience" award.

**Level 6** ensures that students are ready for their future professional career in industry or alternatively to run their own business. They will develop an understanding of how businesses operate in the global context. Students are expected to use teaching sessions as a support for their independent learning and reading. Students will develop a set of skills, such as: the ability to conduct research in the relevant area; to critically evaluate accounting information; make informed decisions and solve problems based on their knowledge. They

will also explore the process of working in a team and operate as an efficient team member by applying personal and professional responsibility.

We provide the opportunity to undertake an optional one-year work placement to add value to the student experience. All students are allocated a Personal and Professional Development Tutor (PPDT) in your first year to provide both tutorial guidance from the start of your degree and to support students to develop employability skills. There is also a designated team of advisors who have effective links with industry and will support you to find a relevant year-long placement or shorter-term work experience, amounting to the required thirty-five hours that all students must complete.

Students can also study a language as part of their studies through the University's Polylang programme. International learning is supported through the Westminster Working Cultures programme which provides students with opportunities for study visits abroad. Destinations have included Mumbai, Berlin and Washington.

Diversity is highly valued at University of Westminster. For example, all modules are supported by a Blackboard Ultra site. Additional support material is provided on Blackboard, the online learning environment, for all modules to help students enhance their knowledge and understanding. The programme also offers resources for studying and flexible ways to learn to cater for the needs of students in need of further support, such as those with dyslexia, dyscalculia or dyspraxia. We do this by ensuring assessment is authentic, it tests 'real world' problems that are socially, culturally and globally relevant and that these take into account students' different identities. Clear and contextualised marking descriptors are available to both students and staff before any assessments.

All learning material is provided to students in advance via Blackboard Ultra. For example lectures are either recorded using the 'Panopto' Video Platform with subtitles and uploaded for students to access and detailed notes are provided.

Graduate Attributes (GA) are developed throughout the course. Students will develop thorough knowledge of the subject area, critical and creative thinking, and communication skills along with awareness of the professional, social, environmental and ethical global issues, in the communities in which they operate.

### **How will you be assessed?**

Assessment and feedback are the key elements in measuring learning.

Throughout the whole course, students are subject to a wide variety of assessments. The type of assessment varies according to students' level and the nature of the module. Most common methods of assessment are as follows:

- In-Class Test
- Closed-Book Examination
- Individual Coursework
- Group Coursework
- Group Presentation

All assessments are designed in a way to test students' knowledge and understanding and also to help them improve in the future and develop a certain set of skills which enable them to achieve the course learning objectives. For example, a group work exercise helps students to learn about working with other people, to identify each other's strengths and

weaknesses and allocate workload accordingly; whereas an individual coursework assignment or report will help students manage their own time effectively and concentrate more on individual work and research. Each module will have a detailed outline of assessment criteria and rationale for the chosen type of assessment, which is described in module descriptors. It will be different depending on the module and on how each module contributes towards the overall learning objectives on the course.

Throughout the study programme students will also receive **feedback**. Feedback is designed to help students reflect on their work and analyse how they can improve in the future. Feedback can consist of two types: formative and summative. The purpose of formative feedback is to guide students and identify their strengths and weaknesses. Summative feedback is provided when students submit their work for the assessment which will be graded. Both types of feedback offer students an opportunity to reflect on what they have achieved so far and they can discuss this with the module leader, seminar leader or a personal tutor.

Graduate attributes are designed to enhance students' employability after graduating in our BA Accounting and Business Management. They are aligned to the Course Outcomes as follows:

Graduate Attribute	Corresponding Course Outcome
Critical and creative thinker	L4.2; L4.5; L4.6; L4.9 L5.1; L5.4; L5.7; L5.8; L5.9; L5.10 L6.1; L6.3; L6.5; L6.6; L6.7; L6.8
Literate and effective communicator	L4.1; L4.4; L4.5; L4.6; L4.7 L5.1; L5.3; L5.4; L5.7; L5.9 L6.2; L6.5; L6.6; L6.7;
Entrepreneurial	L4.1; L4.4; L4.5; L4.8; L4.10 L5.2; L5.4; L5.8 L6.1; L6.3; L6.4; L6.6; L6.9
Global in outlook and engaged communities	L4.1; L4.7; L4.8; L4.10 L5.2; L5.5; L5.6; L5.8; L5.10; L5.11 L6.3; L6.4; L6.7; L6.8; L6.9
Socially, ethically and environmentally aware	L4.3; L4.11 L5.3; L5.5; L5.6; L5.10; L5.11 L6.7; L6.8; L6.9

## Employment and further study opportunities

The BA Accounting and Business Management course aims to create graduates who are equipped with accounting and business leadership skills. It is essential to have the knowledge and understanding of both, accounting and management, for ambitious graduates. The course is designed to increase employability of students who can easily adapt to the constantly changing and challenging business environment. Graduates will acquire accounting, ethical and business-related skills as well as developing their critical thinking, independent analysis and evaluative skills. Students will also have an opportunity to complete a placement year, which will enable them to have work experience in the relevant industry, work in a team and solve problems by applying the knowledge they have acquired in their first two years of study. This opportunity will provide valuable experience to the students as this will enable them to make more informed decisions about their future career path and will make them more competitive. After completion of this degree, graduates will be confident in meeting the professional requirements needed to work in areas of management

accounting and become professionals such as management consultants, accountant, business managers, etc.

The course also provides the opportunity to spend either a semester or a year studying at one of our overseas partner universities. This can be a transformative experience for students; it helps development of a global outlook, valued by most employers. Past graduates have found successful employment in a range of organisations including BT, Coca Cola, HSBC, Barclays, Bank of England and the NHS. Many students progress to further study on graduation: either taking professional qualifications or proceeding to a specialist Masters degree in a relevant discipline.

University of Westminster graduates will be able to demonstrate the following five Graduate Attributes:

- Critical and creative thinkers
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities
- Social, ethically and environmentally aware

University of Westminster courses capitalise on the benefits that London as a global city and as a major creative, intellectual and technology hub has to offer for the learning environment and experience of our students. The course aims to create graduates who are prepared for professional life, responsible in their practice, resilient and adaptable and globally engaged.

BA Accounting and Business Management graduates will develop the following skills and attributes:

1. Critical thinking: graduates will be able to investigate a problem or a case study with an open critical mind and apply knowledge and skills which they have developed during their course to offer a solution taking into account the business environment.
2. Business leadership: graduates will develop leadership skills which will allow them to demonstrate attributes such as team-building, mentoring and the ability to motivate others.
3. Technical skills: throughout the course students will have an excellent understanding of financial accounting and reporting, management accounting and business planning, which will allow them to pursue professional accreditation (e.g. CIMA) if they decide to choose this career path.
4. Social and ethical awareness: graduates will be adhering to the code of ethics, making responsible decisions, taking into account various stakeholders.
5. Preparation to take on further studies in the relevant discipline and continue developing an academic career.

## **Course structure**

This section shows the core and option modules available as part of the course and their credit value. Full-time Undergraduate students study 120 credits per year. Course structures can be subject to change each academic year following feedback from a variety of sources.

In addition to core modules, students can take one optional or elective module in each year.

In order to help students to develop to become critical thinkers and business leaders with solid accounting skills, the course aims to have 50% modules which will cover the accounting discipline and 50% of management-related modules.

<b>Credit Level 4</b>				
<b>Module code</b>	<b>Module title</b>	<b>Status</b>	<b>UK credit</b>	<b>ECTS</b>
4ACCN003W	Fundamentals of Management Accounting	Core	20	10
4ACCN001W	Accounting and Finance Fundamentals	Core	20	10
4ACCN005W	Quantitative Methods for Accountants	Core	20	10
4MARK017W	Marketing for Finance and Accounting	Core	20	10
4HURM013W	Organisational Behaviour for Finance and Accounting	Core	20	10
4HURM007W	The Role of the Manager	Option	20	10
4EBUS002W	Creating and Managing an Online Presence	Option	20	10
	Elective	Elective	20	10
<i>Award of Certificate of Higher Education in Accounting and Management available</i>				
<b>Credit Level 5</b>				
<b>Module code</b>	<b>Module title</b>	<b>Status</b>	<b>UK credit</b>	<b>ECTS</b>
5ACCN005W	Intermediate Management Accounting	Core	20	10
5ACCN007W	Financial Reporting and Analysis	Core	20	10
5MNST010W	Managing and Leading People for Finance and Accounting	Core	20	10
5BDIN002W	Project Management	Core	20	10
5FNCE005W	Corporate Governance	Core	20	10
5MARK012W	Marketing Research	Option	20	10
5HURM006W	Leadership and Management	Option	20	10
5DIBU005W	Digital Business for Finance and Accounting	Option	20	10
	Elective	Elective	20	10
<i>Award of Diploma of Higher Education in Accounting and Management or Foundation Degree available</i>				
<b>Optional Year Abroad or Placement Year</b>				
<b>The following modules must be passed for the award title 'with International Experience'</b>				
5BUSS13W	WBS International Experience Year Semester 1	Option	60	30
5BUSS14W	WBS International Experience Year Semester 2	Option	60	30
<b>The following modules must be passed for the award title 'with Professional Experience'</b>				
5BUSS11W	Professional Placement Project Part 1	Option	60	30
5BUSS12W	Professional Placement Project Part 2	Option	60	30
<b>Credit Level 6</b>				
<b>Module code</b>	<b>Module title</b>	<b>Status</b>	<b>UK credit</b>	<b>ECTS</b>
6ACCN003W	Advanced Aspects of Management Accounting	Core	20	10
6ACCN007W	Accounting Theory and Practice	Core	20	10
6ACCN006W	Current Themes in Accounting	Core	20	10
6MNST010W	Strategic Perspectives for Finance and Accounting	Core	20	10
6ACCN008W	Financial Management and Strategy	Core	20	10
6ACCN005W	Taxation	Option	20	10

6FNCE005W	International Financial Management	Option	20	10
6LLAW033W	Elements of Commercial Law	Option	20	10
6FNCE006W	Personal Finance	Option	20	10
	Elective	Elective	20	10
<i>Award BA available</i> <i>Award BA Honours available.</i>				

Please note: Not all option modules will necessarily be offered in any one year. In addition, timetabling and limited spaces may mean you cannot do your first choice of modules.

### **Professional Body Accreditation or other external references**

The course is intended to meet the educational requirements of the Chartered Institute of Management Accountants (CIMA).

The course has been awarded 8 CIMA exemptions and 6 ACCA exemptions.

### **Academic regulations**

The current Handbook of Academic Regulations is available at [westminster.ac.uk/academic-regulations](http://westminster.ac.uk/academic-regulations).

### **How will you be supported in your studies?**

Students are going to be supported by academic staff in School of Finance and Accounting as well as their allocated individual Personal Tutor.

### **Course Management**

The BA Accounting and Business Management course will be delivered by the School of Finance and Accounting and the management structure supporting the course is as follows:

- Dr Natalia Krasnikova: Course Leader; responsible for day-to-day running and overall management of the course and the development of the curriculum. This will include activities such as admissions, approving student study programmes, co-ordination and moderation of marks for assessment boards and general management.
- Prof Harry Thapar: Head of School; responsible for running of all courses in the School of Finance and Accounting

### **Academic Support**

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Campus Registry. You will be provided with the Course Handbook, which provides detailed information about the course. Each course has a course leader or Director of Studies. All students enrolled on a full-time course and part time students registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. The University uses a Virtual Learning Environment called Blackboard where students access their course materials and can

communicate and collaborate with staff and other students. Further information on Blackboard can be found at [westminster.ac.uk/blackboard](http://westminster.ac.uk/blackboard).

All students will also be allocated a Personal Tutor at the beginning of their first year, supporting them throughout all years of the programme.

The main role of the Personal Tutor is to provide academic support. As students progress throughout the course, the type of support will change as well: starting from their help during the induction to completing their studies and providing them with reference letters if students ask to. Personal Tutors will also signpost student to the right direction, whether they need academic or personal support. Main responsibilities of Personal Tutors include welcoming, helping during the induction, providing support and discussing academic progress.

Therefore, students are going to have mandatory, scheduled meetings with their personal tutors who will provide them with feedback on their academic progress. Students are also able to see their Personal Tutors during their office hours, where they can guide and refer students for more specialised pastoral guidance as appropriate to the Senior Tutor, Disability Services, Registry, Financial Support, Counselling Services and other Services available at University. It is important for students to seek advice earlier rather than later.

## **Learning Support**

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments. Further information on the Academic Learning Development Centre can be found at [westminster.ac.uk/academic-learning-development](http://westminster.ac.uk/academic-learning-development).

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students<sup>1</sup> can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught in their College. Students can also securely connect their own laptops and mobile devices to the University wireless network.

## **Support Services**

The University of Westminster Student and Academic Services department provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith guidance. Further information on the advice available to students can be found at [westminster.ac.uk/student-advice](http://westminster.ac.uk/student-advice). The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University. Further information on UWSU can be found at [westminster.ac.uk/students-union](http://westminster.ac.uk/students-union).

## **How do we ensure the quality of our courses and continuous improvement?**

The course was initially approved by a University Validation Panel in **2015**. The panel included internal peers from the University, academic(s) from another university and a representative from industry. This helps to ensure the comparability of the course to those offered in other universities and the relevance to employers.

The course is also monitored each year by the College to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the evidence of student surveys, student progression and achievement and reports from external examiners, in order to evaluate the effectiveness of the course.

A Course revalidation takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with revalidation panels to provide feedback on their experiences. Student feedback from previous years is also part of the evidence used to assess how the course has been running.

### **How do we act on student feedback?**

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through student engagement activities at Course/Module level, students have the opportunity to express their voice in the running of their course. Student representatives are elected to expressly represent the views of their peers. The University and the Students' Union work together to provide a full induction to the role of the student representatives.
- There are also School Staff Student Exchange meetings that enable wider discussions across the School. Student representatives are also represented on key College and University committees.
- All students are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.
- Final year Undergraduate students will be asked to complete the National Student Survey which helps to inform the national university league tables.

**Please note:** This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. This specification should be read in conjunction with the Course Handbook provided to students and Module Handbooks, which provide more detailed information on the specific learning outcomes, content, teaching, learning and assessment methods for each module.

